



**Board of Review**  
W239 N2242 Pewaukee Road  
Waukesha WI 53188  
Phone: 262-691-0770

**BOARD OF REVIEW  
MEETING NOTICE AND AGENDA  
Wednesday, July 23, 2025  
9:00 AM**

Pewaukee City Hall Common Council Chambers  
W240N3065 Pewaukee Road, Pewaukee, WI

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1. Call to Order and Pledge of Allegiance
2. Board of Review Business:
  - 2.1 Swear In 2025 Board of Review Members [Attorney Martell]
  - 2.2 Select a Chairperson for the 2025 Board of Review [Tarczewski]
  - 2.3 Select a Vice-Chairperson for the 2025 Board of Review [Chairperson]
  - 2.4 Verify Board of Review Members Met Training Requirements [Tarczewski]
  - 2.5 Verify the City has an Ordinance for the Confidentiality of Income and Expense Information Provided to the Assessor Under State Law Section 70.47(7)(af) (**Ordinance 00-3**) [Tarczewski]
  - 2.6 Summary of Annual Assessment Report Including the Level of Assessment by the Assessor's Office [Tuff]
  - 2.7 Board to Receive the Assessment Roll and Sworn Statements from the Clerk
  - 2.8 Board to Examine the Roll, Correct Description or Calculation Errors, Add Omitted Property, and Eliminate Double-Assessed Property Per Section 70.43 Wisconsin Statutes
  - 2.9 Certify all Corrections of Error Under State Law Per Section 70.43, Wisconsin Statutes
  - 2.10 Verify with the Assessor that Open Book Changes are Included in the Assessment Roll [Tuff]
  - 2.11 Review and Possible Action Regarding Requests to Waive the Required 48-Hour Notice of Intent to File an Objection by Determining if there is **Good Cause**
  - 2.12 Review and Possible Action Regarding Requests by the City Assessor and/or Property Owner(s) to Waive Board of Review Hearings Directly to Circuit Court [Tuff]
  - 2.13 Review and Possible Action Regarding Requests to Testify by Telephone or Submit Sworn Written Statement [Tarczewski]
  - 2.14 Discussion and Possible Action Related to Any Stipulations [Tuff]
  - 2.15 Discussion and Possible Action Regarding Subpoena Requests from the Assessor's Office [Tuff]
  - 2.16 Discussion and Possible Action Related to Future Board of Review Hearing Dates and Times [Tarczewski]

3. Adjourn to Future Date/Time if Necessary or Sine Die

3.1 Adjourn to Wednesday, July 23, 2025 at 1:00 p.m.

Kelly Tarczewski  
Clerk/Treasurer  
July 18, 2025

**NOTICE**

It is possible that members of other governmental bodies of the municipality may be in attendance to gather information that may form a quorum. At the above stated meeting, no action will be taken by any governmental body other than the governmental body specifically referred to above in this notice.

Any person who has a qualifying disability under the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible format must contact the Clerk/Treasurer, Kelly Tarczewski, at (262) 691-0770 three business days prior to the meeting so that arrangements may be made to accommodate your request.